



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

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LISA M. GARRETT
DIRECTOR OF PERSONNEL

November 14, 2011

To: Audit Committee

From: Lisa M. Garrett 
Director of Personnel

Subject: **REVIEW – BOARD POLICY NO. 9.060 – OUTSIDE EMPLOYMENT REPORTING REQUIREMENTS**

In response to a September 14, 2011 request from the Executive Office, attached is the completed sunset review recommendation for Board Policy No. 9.060, *Outside Employment Reporting Requirements*.

The Department of Human Resources recommends the following two amendments to the subject policy:

- Addition of Los Angeles County Code, Chapter 6.16 *Holding More Than One Position*, as a new hyperlink to the "Reference" section
- Extension of sunset review date to January 11, 2016

If you have any questions, please contact Marion C. Figueroa, Senior Human Resources Manager, at (213) 351-8945.

LMG:SKT
MLH:MCF:ss

Attachment

I/BOS 9.060 Sunset Review Board Policy 9.060 Outside Employment Reporting Requirements Memo 11.14.11



Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
9.060	Outside Employment Reporting Requirements	12/29/81

PURPOSE

Standardizes reporting by County departments and district heads in summarizing outside employment activities of their staff. To also provide the Board of Supervisors with a summary and evaluation of outside employment activities on a County-wide basis, along with any need for modification to current policy identified as a result of this review.

REFERENCE

September 1, 1981 Board Order, Synopsis 107

December 29, 1981, Synopsis 96

Los Angeles County Code, Chapter 5.44

Los Angeles County Code, Chapter 6.16

POLICY

Each department and district head must annually prepare a summary of outside employment activities of their employees and for themselves, indicating that the reported outside employment activities have been reviewed by departmental management for compliance with County rules and regulations. This report must be submitted to the Executive Officer-Clerk of the Board within 30 days after the deadline for filing of the financial interest disclosure forms. All department and district heads must also inform the Board of Supervisors when engaging in any outside employment activities.

RESPONSIBLE DEPARTMENT

Department of Human Resources

Executive Office of the Board of Supervisors

DATE ISSUED/SUNSET DATE

Issue Date: January 11, 1982

Review Date: December 18, 2003

Review Date: September 5, 2008

Review Date: November 10, 2011

Sunset Date: January 11, 2004

Sunset Date: January 11, 2008

Sunset Date: January 11, 2012

Sunset Date: January 11, 2016